

OREGON STATE LIBRARY

Library Services and Technology Act Financial Status Report Instructions

General Instructions

The Financial Status Report form is designed to satisfy the contractual financial reporting requirements for LSTA grants in Oregon. The information provided by subgrantees on the quarterly and final report forms will constitute a permanent record of the financial aspects of the grant project that may be used in auditing the grant project.

The reporting form is designed to indicate quarterly and accumulated LSTA expenditures over the life of the project.

The reports will be due in accordance with paragraph O of your grant contract. The Financial Status Reports should be prepared by the Fiscal Officer, as designated in the grant application. Completed reports should be mailed to the following address: Library Development Services, Oregon State Library, 250 Winter St. NE, Salem, Oregon 97301-3950. Reports must have an original signature, so cannot be emailed or faxed.

For assistance in completing the Financial Status Report, please contact the Federal Programs Coordinator at the State Library (503-378-5027).

Line-By-Line Instructions

1. *Designation of Report*

Check the applicable box for which quarter the report is covering. The final report should not be filled out until all expenditures against the grant have been made. These final expenditures should be completed within 3 months after the grant ends for materials or services that were ordered or contracted before the grant expired.

2. *Project Name*

Fill in the grant project name as documented in the grant contract.

3. *Grant Project Number*

Fill in the grant project number as documented in the grant contract.

4. *Approved Budget*

Fill down in this column with the amount approved to be expended in each budget category as documented in the **grant contract** in Section V. Do not use the budget categories and amounts you submitted in the grant application. Sometimes changes are made to the budget between the application and contract signature.

5. *Total Outlays This Report*

Fill down in this column with the amount of funds actually expended, or paid out, in each budget category in the quarter for which the report is being submitted.

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6. *Total Outlays to Date*

Fill down in this column with the total amount of funds actually expended, or paid out, in each budget category since the grant began. The amount in "Total Outlays This Report" on the current quarterly report added to the amount in "Total Outlays to Date" from the last quarterly report should be added together to come up with the amount to be reported on the current quarterly report.

7. *Unliquidated Obligations*

Fill down in this column with the amount of funds encumbered (that is a firm commitment to spend was made) in each budget category during the quarter. Please note that personnel costs, contractual or otherwise, may not be encumbered.

8. *Unobligated Grant Balance*

Fill down in this column with amount of funds remaining to be spent in each budget category. This amount results from subtracting the sum of "Total Outlays to Date" and "Unliquidated Obligations" from the "Approved Budget". A negative number may result in this column if funds were transferred among the budget categories. Such transfers are allowable so long as cumulative transfers among the categories do not exceed ten percent (10%) of the total approved budget.

9. *Program Income Received to Date*

Program income is to be reported **only** if selling something as an activity of the grant was approved after being proposed in the grant application. It is very rare that LSTA grants yield program income. If program income was approved, the receipts must be reported quarterly.

10. *Program Income Expended to Date*

See above. If program income was approved, the expenditures must be reported quarterly.

11. *Interest Accrued on Federal Funds Advanced During This Quarter*

An accounting of interest accrued must be kept and reported if federal funds are retained by a subgrantee over 29 days.

12. *Certification*

The authorized fiscal officer signs to certify that the financial data is correct and complete, and that expenditures made were for authorized purposes of the grant.